



**Department of
Social Services**

NEW YORK CITY DEPARTMENT OF SOCIAL SERVICES
Letter of Support Request Procedure for External Partners

The City of New York Department of Social Services (DSS), which includes the Department of Homeless Services and the Human Resources Administration, is committed to fostering collaboration with organizations, foundations and other entities to address poverty, income inequality and homelessness and provide individuals and families with the social services and economic opportunities they need to succeed.

Upon request, DSS may provide Letters of Support for community organizations responding to state, federal and philanthropic Requests for Proposals. DSS reviews proposals carefully and gives each request serious consideration; paying attention to programmatic, fiscal, administrative, and legal aspects. Organizations seeking DSS support and/or partnership (including client referrals) must demonstrate how their proposed project: (1) will have a positive community impact; (2) exhibits an effective approach; and (3) is consistent with DSS' anti-poverty agenda.

To request a Letter of Support, please submit the following information and supporting documentation at least **two (2) weeks prior** to the deadline for the solicited funding opportunity:

1. A Cover letter that includes:
 - Name of funding opportunity, grantor, and deadline for submission
 - Brief description of the proposal, the objective and the issue to be addressed in the Letter of Support
 - Requested role for DSS, if any (i.e. request for linkages, referrals, partnership, etc.)
 - Total dollars requested, including any in-kind commitment to the program, and anticipated use of funds
 - Target population and geographic area
 - Number of clients to be served, if applicable
 - Outcome measurements, if applicable
 - Description of the organization's experience providing the proposed services, including years of experience and performance outcomes that support the organization's track record
 - Attestation that the organization's information on the Vendor Information Exchange System (VENDEX) is updated, valid, and there are no liens or caution concerns (www.nyc.gov/vendex)
 - Statement that a recent audit was conducted and there were no serious findings reported
 - DUNS Number
 - Tax Identification Number
 - Name, title and address of the Executive Director or CEO at the requesting organization for our records
 - Contact information for the funding agency, including agency name, address, and name and title of reviewer if available so the letter can be properly addressed.
2. A link to The Request for Proposals (RFP) the organization is responding to
3. An executive summary detailing program design with respect to the priorities of the RFP
4. A draft of the requested letter

Please send all the above information, or questions regarding a specific request, to:
LetterOfSupport@dss.nyc.gov.